

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: October 26, 2015

PAYROLL LETTER #15-014

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **DIRECT MAILING OF 2015 W-2 - EXTENDED DATE TO UPDATE EMPLOYEE ADDRESS**

This letter extends the date to update employee address changes to December 18, 2015 to allow agencies/campuses an additional week. Per Payroll Letter #15-012, this date was originally December 11, 2015. The State Controller's Office (SCO) will mail all 2015 Forms W-2 to the employee's current mailing address.

In November 2015, SCO will issue a global message on the employee's Statement of Earnings and Deductions (paystub) to remind employees to verify their mailing address and to notify their personnel/payroll office by December 11, 2015 if this address is incorrect. The global message includes the employee's current address as reported on SCO's Employment History Data Base.

If you have any questions, please contact Elena Oberman at eoberman@sco.ca.gov.

LC:JD:EO:TSS